



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position: (5831)
Senior Accounting Officer
(Specialist)

Position #:
917-190-4567-001

Salary Range:
\$4,600 - \$5,758

Issue Date:
July 28, 2016

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
August 11, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-190-4567-001" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the direction of the Fiscal Officer, a Staff Services Manager I, the Senior Accounting Officer (Specialist) (SAO), is responsible for the Board of State and Community Corrections (BSCC) Accounting & FI\$Cal operations. As the SAO, the incumbent is responsible for the performance of professional accounting duties and acting as liaison to Department of General Service-Contract Fiscal Services (CFS). The incumbent will recommend changes or alternatives that result in effective solutions to any financial issue that may arise.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Responsible for the coordination, development, analysis, and maintenance of financial records related to the billing and payments for the BSCC's divisions. Prepare monthly reconciliation of the Department's appropriation and fund balances in FI\$Cal with CFS for multiple funds; perform complex accounting analysis to determine resolution of reconciling items, coordinate with CFS staff to ensure necessary corrections are recorded timely. Perform complex technical, professional accounting responsibilities related to the establishment, maintenance and reporting of accounting records, such as establishing new accounts, monitoring fund balances, analysis of the more complex journal entries, reviewing financial statements.
- Audit invoices for completeness and accuracy to ensure charges are legitimate and properly authorized prior to finalizing data in FI\$Cal in accordance with the California Prompt Payment Act, the State Administrative Manual, Uniform Codes Manual, other control agency requirements, and federal and departmental guidelines. Resolve payment and vendor problems related to invoices from vendors and department employees, such as abatements, claim corrections; prepare and mail vendor dispute forms and correction letters to vendors.
- Responsible for various other FI\$Cal related functions, including coordinating with FI\$Cal and submitting completed STD Form 204s of new vendors to update the Vendor File, verifying vendor information and payments are accurately recorded in FI\$Cal, and monitoring equipment procurement for asset depreciation.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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- Serve as one of the BSCC's FI\$Cal system administrators and designated Power-Users; provide on-site instruction, guidance, assistance and technical expertise to all staff regarding the FI\$Cal system and issues; maintain the BSCC's Chart of Accounts (COA); update the COA to account for new programs or changes to current programs; load the agency operating budget; prepare required worksheets for FI\$Cal upload; run reports to verify transactions are posting correctly; work with DGS-CFS Accounting Office as well as the FI\$Cal project to correct system or transaction issues; development of the BSCC's FI\$Cal policy and procedures.
- Prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's accounting and FI\$Cal policy, procedures and practices. Provide necessary information and reports to management. Perform research and complete projects as assigned. Review bill analysis for workload and fiscal impacts and make written recommendations to BSCC Management. Review chaptered legislation and make recommendations for any necessary policy changes.
- **Other duties as required:** Responsible for various other accounting related analytical tasks associated with supporting the BSCC's accounting and FI\$Cal activities.